

Protocol for Checkpoint Entry for Properties Owned by Business Entities

Upon application by a business entity such as a Limited Liability Corporation (LLC), partnership, etc., or property that is owned by a trust. The local government with primary jurisdiction over the property may issue one (1) single-use entry permit to a registered member/owner/officer of such entity for entry through the checkpoint along with their immediate family, or habitative unit with whom the member currently resides. This protocol is also intended to apply to properties owned in trust. A permit application must include the following information:

1. The name of the business entity and address of subject property;
2. The full name and primary address of the applicant;
3. The full names and address of the family or habitative unit that will be entering with the member;
4. A color copy of a government issued identification card, such as a driver's license, passport or state issued identification card for the member or owner;
5. The signature of a managing member or partner or corporate president authorizing applicant to apply for entity's lone Single Use Permit.
6. The signature of the trustee of the property held in trust authorizing applicant to apply for the trust's lone Single Use Permit.

Applications shall be submitted to:

Islamorada: roget.bryan@islamorada.fl.us.

Key Colony Beach: tom@keysclosings.com.

Key West: sdsmith@cityofkeywest-fl.gov.

Marathon: dsmits@florida-law.com.

Layton: dsmits@florida-law.com.

Unincorporated Monroe County: scull-paunece@monroecounty-fl.gov

The request will be reviewed and a letter electronically issued to the applicant on official letterhead within three (3) days of receipt of the request. Permits may include a unique identifier number. A permit shall be denied if the application is

incomplete, contains false information, or if a permit was previously granted for that property.

A hard copy of the permit shall be presented at the checkpoint for collection. Permits collected at the checkpoint shall be verified against a database of permits issued by Monroe County and the incorporated municipalities. No duplicates shall be issued.

All individuals entering the Florida Keys through the checkpoint with a single use permit must comply with applicable Executive Orders issued by the Governor of Florida and local directives, including isolation and quarantining requirements.

Questions may be emailed to scull-paunece@monroecounty-fl.gov or by calling (305) 295-3170.